

DoD Space Planning Criteria for Health Facilities

Occupational Therapy Clinic

3.8.1. PURPOSE AND SCOPE:

This section provides guidance for the space planning criteria for occupational therapy activities in DoD medical facilities.

3.8.2. DEFINITIONS:

Full-Time Equivalent (FTE): A work force equivalent to one individual working full time for a specific period, which may be made up of several part-time individuals or one full-time individual. This will include everyone working in the facility; military, civilian and contractor personnel.

Occupational Therapy (O.T.): Is the use of purposeful activity with individuals who are limited due to physical injury or illness, psychosocial dysfunction, developmental or learning disabilities, poverty and cultural differences or the aging process in order to maximize independence, prevent disability and maintain health. The practice encompasses evaluation, treatment and consultation. Specific occupational therapy services include: diagnosis and treatment of upper extremity conditions (physician extender role); designing, fabricating or applying selected orthotic and prosthetic or selective adaptive equipment; using specifically designed crafts and exercises to enhance functional performance; administering and interpreting tests such as manual muscle and range of motion; teaching daily living skills; developing perceptual motor skills and sensory integrative functioning; developing play skills and prevocational and leisure capacities; health promotion and injury prevention education and treatment; and adapting environments for the physically and mentally challenged. These services are provided individually, in groups, or through social systems.

In addition to the above, service may include ergonomics/human factor consultation (work adjustment); work-site evaluation; development of avocational interests and leisure time skills; fabrication of orthotic and assistive devices; clinical education programs for therapist level and or assistant level students and research programs; and evaluation and treatment for sensory integrative dysfunction. As appropriate, service may be extended beyond the occupational therapy module to provide home health visits and consultation services to community agencies supporting the military.

Office: Room Code OFA01 is a private office outfitted with standard office furniture. Room Code OFA02 is a private office outfitted with systems furniture. Room Code OFA03 is a cubicle outfitted with systems furniture.

Service: A service in this context includes all functions and activities associated with accomplishing the Occupational Therapy mission. This service receives referrals from all medical specialties.

Treatment Area for O.T.: The major treatment area or patient care area is the general clinic area including daily life skills area, evaluation areas, and work adjustment/hardening equipment area. Space requirements for the above treatment areas are calculated on the basis of projected patient visits per month. When computing actual space requirements, the resulting figures should be rounded to a whole number.

Visit: Each time a patient present himself/herself to the Occupational Therapy Clinic, it is counted as one visit. One visit may generate several treatments. Visits to any areas outside the clinic, such as nursing units and homes, are not to be counted for space allocation.

3.8.3. POLICIES:

A separate occupational therapy clinic will be provided when there are 3 or more occupational therapist and occupational therapist technician FTEs projected. If one or two occupational therapists are projected, recommend combining occupational therapy with the physical therapy clinic.

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3.8.4. PROGRAM DATA REQUIRED:

How many FTE occupational therapists are projected?
 How many FTE occupational therapy technicians are projected?
 How many nurse managers are projected?
 How many FTE nursing staff are projected?
 How many NCOIC/LCPO/LPO/SMT are projected?
 How many officers or officer equivalents are projected?
 How many staff will require a private office?
 How many staff will require a cubicle?
 How many staff will require a locker?
 How many FTEs on peak shift are projected?
 Is an isolation room required?
 Is a procedure room required?
 Will ergonomic OT services be provided?
 Will split fabrication room be required?
 Will neuro/rehab training program be offered?
 Will pediatric evaluation and rehabilitation program be offered?
 Will there be vending machines in the staff lounge?

NOTE: GP indicates that a guideplate exists for that particular Room Code.

18.8.5. SPACE CRITERIA:

FUNCTION	Room Code	AUTHORIZED		PLANNING RANGE/COMMENTS
		m ²	nsf	

RECEPTION AREAS

Clinic Waiting	WRC01	5.72	60	Minimum (provides seven seats). Provide two seats per FTE projected occupational therapist and OT technician. Provide 16 nsf for 85% of the seats and 25 nsf for 15% of the seats (handicapped waiting).
Reception (GP)	RECP1	13.01	140	One reception station per clinic.
Public Toilets	NA	NA	NA	Space will be provided in the Common Areas Section 6.1.

PATIENT AREAS

Clinic Treatment Area	OTGC1	11.15	120	Minimum. Provide 60 nsf per projected FTE therapist and OT technician
Daily Living Skills Training Room (GP)	OTDL1	37.16	400	One per clinic.
Private Evaluation Area	OTEV1	11.15	120	One room per every three technicians projected. (Do not round up).
Ergonomics Laboratory	OTWT1	37.16	400	One per clinic when ergonomic O.T. services are provided.
Splint Fabrication Room	OPCR1	18.58	200	One per clinic if included in clinic concept of operations.

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PATIENT AREAS Continued

Neuro/Rehab Training	OTEV1	18.58	200	One per clinic when neuro/rehab training program offered.
Pediatric Evaluation and Rehabilitation	PTPR1	18.58	200	One per clinic when pediatric evaluation a service of the clinic.
Patient Toilet	TLTU1	4.65	50	One per clinic.

STAFF AND ADMINISTRATIVE AREAS

Occupational Therapist (GP)	OFD01	11.15	120	Army - One per projected Occupational Therapist FTE.
	OFD02			Navy - One per projected Occupational Therapist FTE.
	OFD03			Air Force - One per projected Occupational Therapist FTE
Occupational Therapy Technician Office	WRCH1	11.15	120	One per clinic for FTE greater than three.
Nurse Workroom	WRCH1	11.15	120	Minimum. Army/Navy. Add 40 nsf for each nurse above 4 assigned to the clinic.
	OFA03	5.72	60	Air Force - One per projected FTE.
Nurse Manager	OFA01	11.15	120	Standard Furniture. One per clinic.
	OFA02			System Furniture. One per clinic.
NCOIC/LCPO/LPO/SMT	OFA01	11.15	120	Standard Furniture. One per clinic.
	OFA02			System Furniture. One per clinic.
Administrative Cubicle	OFA03	5.57	60	System Furniture Cubicle. One per projected FTE
Copy room	RPR01	9.29	100	For Copier/Fax/Mailbox distribution
Patient File Area	FILE1	5.72	60	One per clinic
Forms / Literature Storage	SRS01	9.29	100	One per clinic
Conference Room (GP)	CRA01	23.23	250	Minimum. One per clinic with between four to eight occupational therapist FTEs. Combine with another clinic if fewer than four OT FTEs. See Section 2.1 for increase in size.
Staff Lounge (GP)	SL001	13.01	140	See Section 6.1.
Personal Property Lockers (GP)	LR001	1.86	20	For staff without a dedicated office/cubicle space. See Section 6.1.
Staff Toilets	TLTU1	4.65	50	Provide one if there are more than 15 FTE assigned. Add one TLTU1 For each 15 FTE or see section 6.1 for male/female breakdown.

CLINIC SUPPORT AREAS

Litter/Wheelchair Storage	SRLW1	5.57	60	One per clinic.
Equipment Storage	SRE01	18.58	200	One per clinic, 200 nsf minimum, add 60 nsf for each occupational therapist FTE over six.